

Jane Shafer
Program Coordinator
207-2136

Volunteers In Policing Application Process

Shelia Motley
Assistant Coordinator
207-2135

Dear Applicant,

Thank you for your interest in volunteering with the Victims Advocacy Section of the San Antonio Police Department.

The Police Department requires that all volunteers be cleared through the Volunteers In Policing (VIP) Program before assuming volunteer duties. The first step of this process is to **complete** the enclosed form, have it **notarized** and return to us.

We call the following steps to your attention.

1. **APPLICATION:** Complete the application and Release of Personal Information Form which must be notarized and return to:

Shelia Motley
F.A.C.T.
San Antonio Police Department
214 W. Nueva
San Antonio, TX 78207

2. **APPLICATION REVIEW:** Staff will review for completion and verification. All areas must be completed or have a N/A placed if information does not apply.

If the application is not completely filled out, it can not be processed.

3. **CHARACTER REFERENCE:** Reference forms will be mailed to the four (4) individuals you list as references. You must provide all information--name, address, city, state, zip code and phone number--or we will be unable to process your application.

References need to be returned within thirty (30) days from date of mailing by staff. Non-completion of this step--information is incomplete or references are not returned in the thirty days--is reason for denial to the program. Please check with your references to let them know the importance of returning the form in a timely manner. Contact Shelia Motley to check on the status of your application approximately 2 1/2 weeks after submitting it.

4. **ACCEPTANCE OR NON-ACCEPTANCE:** All applicants will be notified by mail of acceptance or non-acceptance to the program.

PLEASE NOTE: Under the "Terms and Signature" section of the application, an applicant will release the San Antonio Police Department from providing a reason for denial.

***Upon acceptance, you will be required to attend a 3 hour orientation session (includes sexual harassment training) and an additional 4 hour class on cultural dynamics.

Participation in other Police Dept. Programs does not guarantee acceptance to the F.A.C.T. program.

If you have questions, please call us. Again, thanks for your interest.

